

**CITY OF CORVALLIS
CLIMATE ACTION TASK FORCE
AGENDA**

Tuesday, October 13, 2015
5:00-7:00 p.m.
Madison Avenue Meeting Room
500 SW Madison Avenue

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|-------|---|--------------------------|
| I. | Call Meeting to Order | Chair Baker |
| II. | Chair Comments | Chair Baker |
| III. | Review of July 28, 2015 Minutes | Task Force |
| IV. | Review Project Approach, Work Plan, and Timeline | Project Manager
Smith |
| V. | Review List of Potential Advisors
<i>Available Experts, Community Partners, Stakeholders</i> | Task Force |
| VI. | Visitor Comments | |
| VII. | Next Steps | Chair Baker |
| VIII. | Adjourn | |

Task Force Members

Zachariah Baker, Chair
Penny York
Roen Hogg
Kirk Bailey

Cindy Dahl
Marjorie Stevens
Brandon Trelstad

Climate Action Goal

Over the next two years, take bold action to address climate change by (1) supporting the energy conservation efforts of the Corvallis Georgetown University Energy Prize team, and (2) adopting and beginning to implement a comprehensive long-term climate action plan that will significantly reduce Corvallis' greenhouse gas emissions and foster Corvallis' resilience to the effects of climate change.

DRAFT
CITY OF CORVALLIS
CLIMATE ACTION TASK FORCE ACTION MINUTES
July 28, 2015

The City of Corvallis Climate Action Task Force meeting was called to order at 5:00 PM, July 28, 2015, in the Fire Main Meeting Room Corvallis, Oregon, with Chair Zachariah Baker presiding.

ROLL CALL:

Members Present: Kirk Bailey, Zachariah Baker, Cindy Dahl, Penny York

Excused: Roen Hogg, Marjorie Stevens, Brandon Trelstad

Staff Present: Mary Steckel, Kris Kelly

SUMMARY OF DISCUSSION:

Agenda Item	Actions/Recommendations
Call Meeting to Order	Chair Baker called the meeting to order and provided an overview of the meeting agenda.

Agenda Item	Actions/Recommendations
Visitor Comments	None.

Agenda Item	Actions/Recommendations
Review of July 16, 2015 Minutes	Approved by consensus.

Agenda Item	Actions/Recommendations
Review Revised Climate Action Plan Scoping Documents	<p>Chair Baker introduced the revised Climate Action Plan Draft Scope of Work and Draft Timeline documents that were included in the meeting packet. Task force members progressed through the sections of the documents asking questions, discussing and making recommendations for the final versions. Ms. Steckel reiterated, and Task Force members acknowledged, that there is not capacity within current work plans for current City staff to support the Climate Action Plan development project.</p> <p>The Climate Action Plan Draft Scope of Work and Draft Timeline documents were approved by consensus.</p>

Agenda Item	Actions/Recommendations
Georgetown University Energy Prize Scoping Discussion	<p>Chair Baker introduced the Georgetown University Energy Prize/Take Charge Corvallis Draft Scope of Work and Draft Timeline documents that were included in the meeting packet. Task force members progressed through the sections of the documents asking questions, discussing and making recommendations for the final versions. Ms. Steckel confirmed current staff support for this portion of the Climate Action Goal.</p> <p>The Georgetown University Energy Prize/Take Charge Corvallis Draft Scope of Work and Draft Timeline documents were approved by consensus.</p>

Agenda Item	Actions/Recommendations
Discussion of the Climate Action goal components (CAP and GUEP) as a whole	Chair Baker led a discussion on the two components of the Climate Action Council Goal. Task Force members provided input and acknowledged the success of the Task Force efforts to date.

Agenda Item	Actions/Recommendations
Visitor Comments	None.

The Task Force adjourned at 5:51 PM.

An audio recording of the entire meeting can be listened to at:

<http://archive.corvallisoregon.gov/Browse.aspx?startid=597115&dbid=0>

TO: Climate Action Task Force for October 13, 2015 Meeting
FROM: Susie Smith, Project Manager
DATE: October 9, 2015
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: Work Plan and Schedule to Develop a Corvallis Climate Action Plan



Action Requested:

Staff is requesting Task Force review and discussion of the attached Work Plan and Time Line that have been developed to achieve the City Council goal of completing a community and operational Climate Action Plan (CAP) by the end of 2016.

Discussion:

The City Council accepted the Climate Action Plan Scope of Work and Timeline prepared by the Task Force on August 3, 2015. The Scope of Work included guiding concepts for developing the CAP, and some key elements or tasks to be included in developing the plan, including development of evaluation criteria, a greenhouse gas emissions reduction target, and the plan documents. Since that time, a project manager and core staff team have been established, and an initial review of background documents and plans from other communities has been conducted. Experts in the field have been consulted to advise us on successful approaches to plan development and public review processes. As a result, the attached Project Approach and Work Plan document and an accompanying Time Line have been prepared.

As you review the attached documents, please keep the following points in mind.

- The work plan and schedule will result in a process and plan that address all of the Task Force-recommended guiding concepts, and that will accomplish all of the elements the Task Force included in the Council-accepted Scope of Work. However, it should be noted that the plan development process and schedule need to include the development of background and basic “building blocks” of the plan to facilitate informed discussions, ongoing guidance, and decisions. Therefore, in the attached work plan documents, you will see that there are key work plan elements that have been incorporated to flesh out what is needed to support the Task Force and complete the CAP. Accordingly, the timing of work plan elements is also somewhat different from what the Task Force has initially envisioned.
- Both of the attached documents include cross references to the Council-accepted plan and time line so you can see how all of the elements are addressed and the time frames envisioned for completing them.
- This work plan and schedule are very aggressive and assume a highly focused effort which stays within the framework of the planned tasks. The plan development process and critical Task Force review milestones have been phased and scheduled to be completed by the end of the 2016 calendar without contingencies for issues that may delay the process. Internal staffing needs have not been fully identified and allocated to the project at this point, so impacts to existing city programs and projects will need to be balanced with the proposed project schedule moving forward. Additionally, coordination with other Council goal efforts could impact the project timeline so some uncertainty remains regarding whether this time frame is realistic. The work plan and schedule should be viewed as “working documents,” and staff will provide periodic updates to the Task Force.
- Monthly Task Force meetings are factored into the schedule to review and provide direction on key elements that will be incorporated into the CAP. Staff recognizes that some of the materials the Task Force will be requested to review may require additional time for review and discussion, and that extended or additional meetings may be necessary to accommodate the Task Force process. However, given the tight timeframes associated with each work plan element, staff does not anticipate having the capacity to produce additional materials and packets to support bi-weekly Task Force meetings on a regular basis.

At the October 13, 2015 Task Force meeting, staff intends to walk you through the attached documents and answer any questions you may have about the process or work plan elements.

Attachments

A – Corvallis Climate Action Plan Project Approach and Work Plan

B – Corvallis Operational and Community CAP: Work Plan and Time Line

**CORVALLIS CLIMATE ACTION PLAN
PROJECT APPROACH AND WORK PLAN
(WORKING DRAFT 10/9/15)**

1. Develop Organizational Support/Revise Work Plan for CATF and CC Review. *(Note that this fulfills item IV of the Council Scope)*
 - a. Establish project staff team (multi-departmental), estimate required time commitments/expectations, and determine roles, assignments, meetings, etc.; training as needed. (Staff)
 - b. Draft work plan. Internal review needed to assign staff and estimate staff time allocations, outside consulting assistance and funds necessary to meet timelines. (Staff)
 - c. Review process
 - i. CATF discussion items, milestones for review.
 - ii. Public process (forums, etc.)
 - d. Identify consultant work if needed, confirm resources, and develop contracts. (Staff)
 - e. Identify how CATF needs will be met. (Supporting bi-weekly meetings, including providing information packets and responding to requests won't enable completion on schedule if the CATF is working on processes separate from reviewing and responding to staff/topic expert products and presentations.)
2. Establish an Advisory Team/Available Experts and Community Partners/Stakeholders. *(Note that this is parts of III and IV of the Council Scope)* These people would act as experts and liaisons with their organizations. They would support City staff with inputs to the development of draft CAP elements, participate in topic specific meetings, review and provide feedback on public input, and would present organizational/agency perspectives to the CATF. Possible areas of expertise, representation, and/or peer review that could benefit the plan from the following areas:
 - Benton County (Health Division, Emergency Management/Hazard Mitigation Planning, Transportation, etc.)
 - OSU planning and operations
 - Transit
 - Planning Commission
 - Chamber of Commerce, Downtown Business Association or major business (HP?)
 - Home Builders Association
 - School District
 - Human Rights Commission
 - MPO staff/scenario planning
 - Utilities—Pacific Power, Northwest Natural Gas, Consumer Power
 - Non-profit organization (St. Vincent DePaul or Good Will?)
 - Other knowledgeable agency such as ODOE, Eugene, Portland
 - Good Samaritan Regional Medical Center
 - Vision Task Force, Transportation System Plan Steering Committee
 - Other?
 - a. Determine roles, and requested level of participation; review list of represented groups with CATF (identify any we've missed).

- b. Outreach to agencies/organizations by appropriate staff leads; provide background, schedule and requested participation. (Staff)
- 3. Establish Goals/Key Outcomes. These are higher level than the CATF-established guiding principles, but less prescriptive as evaluation criteria (could include, for example: Identify and implement strategies that will help Corvallis adapt to a changing climate; reduce consumption of fossil fuels and emissions at a level and rate that meets the State-established target of ____ at a minimum; Adopt a CAP that Corvallis and community partners can successfully implement; the CAP should achieve broad community understanding and acceptance and motivate people to do their part). Should look at TSP and other already established goals. *(Note that this partially fulfills IIA of the Council Scope)*
 - a. Staff prepare a range of draft goals/outcomes (draw from organizational goals, other plans and community partners/stakeholders, etc.) for CATF consideration.
 - b. CATF process to review, add, modify, adopt goals/outcomes (or recommend to full Council as appropriate)
- 4. Establish scope, structural elements and geographic extents, CAP assumptions (other aspects?). Validate with CATF. *(Note that this partially fulfills IIC of the Council Scope)*
 - a. GHG inventories and CAPTF proposed plan established city limits as boundaries (perhaps because of simplicity for compiling consumption data); however, a forward-looking plan with 2020, 2030, and 2050 targets needs to include the UGB areas, because that is where the City will make planning policies and decisions, and establish the nature of public facilities and infrastructure. UGB is proposed for geographic extents.
 - b. Based on Council-approved Scope of Work, the CAP will include an Operational (City) plan and a Community plan, and will address both “mitigation” and “adaptation.”
 - c. City GHG inventory is based on 2008 data and a 2009 protocol. Community GHG inventory is based on 2012 data and a 2012 ICLEI protocol. The City will use consultants to assist staff in review of the inventory methods and data and to update and modify the inventories/reports as appropriate. (Staff and Consultant)
 - d. Establish structural elements: The following sections would set the framework for crafting the background information sections, and for establishing the topics for work groups/topic experts and public review forums. (Note that this structure was followed in Eugene’s plan and the CAPTF plan, and that the state and federal data/report information appear to fit well into these groups however, this should probably be validated by the CATF.)
 - i. Buildings and Energy
 - ii. Land Use and Transportation
 - iii. Consumption and Solid Waste
 - iv. Food and Agriculture
 - v. Health and Social Services
 - vi. Urban Natural Resources
 - e. Draft outline of the plan, and assign plan elements for background research, compilation of existing information, and identify new information needed. (Staff)
- 5. Establish preliminary GHG reduction target and phasing. *(Note that this fulfills IIB of the Council Scope)* Staff to prepare materials from Tasks 4 and 6 to support CATF discussion.
 - a. CATF review current science; state, federal and international targets.
 - b. CATF review Corvallis and community GHG inventories; other communities’ existing conditions and targets for comparison.

- c. CATF set preliminary target to revisit once options/activities analyses is complete.
6. Develop background/context pieces of the plan. *(Note that this includes parts of IIA and IIC of the Council Scope)* Would be used for educating City staff, CATF, topic area advisors, the public and to set the stage for establishing targets and identifying and evaluating potential objectives and actions. It includes rough/initial evaluation criteria to support CATF review (per IIA of Council Scope). Extracted summaries will be included in the CAP document to keep it a manageable size; with full background documents compiled into an appendix. At a minimum, staff will prepare the following summaries:
 - a. Climate change science and projections
 - b. State and federal context
 - c. Solutions/strategies others are pursuing/adopting
 - d. Existing conditions and context in Corvallis and the community
 - e. Relevant strategies/policies/actions Corvallis and the community have implemented or are working on (see Task 7 below)
 - f. Issues and options for Corvallis and the community, etc.
 - g. Goals/outcomes established for the Corvallis Community CAP (established by the CATF/CC)
 - h. Criteria for evaluating actions (rough draft level) to be revisited later
7. Compile existing objectives/actions. *(Note that this is part of IIC of the Council Scope)* Current objectives/actions/completed projects implemented by Corvallis and community “partners.” (these will need to be identified based on what entities have impacts or program responsibilities that could be addressed in the community plan), and potential new objectives/actions that could be pursued for each of the six categories outlined above in Task 4d.
 - a. Review and update relevant City objectives/actions (past summaries of these have been included in a variety of City documents/strategies) (Staff)
 - b. Outreach to other major community partners to collect existing relevant objectives/actions and ones that are currently under consideration or planned (Staff)
 - c. Research and compile “best practices” being implemented or considered by other communities or that are recommended by state or federal agencies (Staff)
 - d. Develop additional potential *operational* objectives/actions for consideration (Staff)
 - e. Develop additional potential *community* objectives/actions (Staff and external advisors/experts/stakeholders)
8. Evaluate/characterize potential actions. *(Note that this is part of IIC of the Council Scope)*
 - a. Staff support CATF in refining criteria
 - b. Prepare rough (order of magnitude) cost-benefit and estimated GHG reduction analyses where data is readily available to assess. (Staff and Consultant) (Note that preliminary screening with CATF criteria is needed so we don’t spend a lot of time and money analyzing measures that are not likely to be implemented.)
 - c. Prepare rough assessment/characterization of the actions (Staff and Consultant)
 - d. Evaluate objectives/actions for criteria met, and possibly rough order of magnitude (like high, medium low benefit or likelihood to succeed in achieving stated goals and objectives.) (Staff)
 - e. Prepare materials for public review (Staff with review by CATF)
9. Public Outreach. Conduct the following process for each topic/category outlined above in Task 4d. *(Note that this is part of IIC and III of the Council Scope)*
 - a. Topic-specific public forum (Staff with intern support)

- i. Overview and topic presentation by staff/experts
 - ii. Provide topic specific existing and potential objectives/actions
 - iii. Small group discussions to identify additional options appropriate to Corvallis community
 - iv. Small groups report out to whole group
 - v. Process for identifying/voting on priority actions and actions they would not support (Dot process)
- b. Topic specialists/advisors meeting (Convened by Staff)
 - i. Review public input
 - ii. Discuss additional actions to be considered for inclusion in the plan
 - iii. Process for identifying/voting on priority actions and actions they would not support
- 10. Develop draft CAP. (Note *that this fulfills IIC of the Council Scope—8/3/15*)
 - a. Compile resulting “draft” prioritized actions from staff and public outreach process (Staff)
 - b. Conduct additional research and analysis as needed to assess recommended priority actions—clarify relative costs and benefits, feasibility, pros and cons, etc. (Staff and Consultant)
 - c. Based on public review and additional staff analysis, fold staff-recommended objectives and actions into the document to create draft CAP. (Staff develop and review with CATF)
- 11. Revisit the preliminary GHG emissions reduction targets. Once the objectives and priority actions/measures are developed and assessed and the draft CAP is completed, the CATF should revisit interim and long-term GHG emissions reduction targets.
- 12. Release for public comment. Publish for public review, and seek input from major community partners that did not actively participate and/or may be significantly impacted by or called upon for assistance in implementing the CAP. (Staff)
- 13. Incorporate feedback and process for Council approval. (Staff)

TASK	ESTIMATED DURATION	CATF (TF) MEETING	CATF REVIEW/ DISCUSSION	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16	JUN '16	JUL '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16
1. Organizational Support/Work Plan (Note: this addresses part of CC Scope IV)		10/13	Work plan, public process, & CATF schedule	-----TF---X														
a. Establish Staff Team, allocate FTE	10/2--10/23																	
b. Draft Work Plan-Internal & Peer Review	10/2--10/16																	
c. Review Processes: CATF, Partners, Public	10/2--10/16																	
d. Identify Consultant Work, Resources	10/2--10/30																	
e. Establish CATF Meeting Support: Monthly	10/2--10/9																	
*CATF Packet	10/9																	
2. Identify Group of Experts, Partners, Advisors (Note: This supports CC Scope III & IV)		10/13	Feedback on list of potential contributors	-----TF---X														
a. Determine Roles, Level of Participation	10/9--10/13																	
b. Outreach and Education of Representatives	10/19--11/20																	
*CATF Packet	10/9																	
3. Establish Goals/Key Outcomes for CAP (Note: This is part of CC Scope IIA)		11/24	Discuss staff drafts; add, modify (forward to CC?)	-----TFX														
a. Staff Draft (start with existing plans/goals)	10/19--11/25																	
b. CATF Review (recommend to Council?)	11/24																	
*CATF Packet	11/20																	
4. Establish CAP Framework (Scope, Extents, Assumptions, & Content Outline) (Note: This is part of CC Scope IIC)	10/9--12/19	12/15	Feedback/ concurrence	-----TF--X														
a. Scope and Extents (i.e. Operational--City Org., Community--UGB)	10/2--10/9																	
b. Update GHG Inventories (City and Community)	10/2--1/15																	
c. Establish Structural Elements	10/2--10/9																	
i. Buildings and Energy																		
ii. Land Use and Transportation																		
iii. Consumption and Solid Waste																		
iv. Food and Agriculture																		
v. Health and Social Services																		
vi. Urban Natural Resources																		
d. Draft CAP Outline (TOC)	10/19--'12/11																	
* CATF Packet	12/11																	
5. Establish Preliminary GHG Reduction Target and Interims (Note: CC Scope IIB)	11/1--1/20	1/19	Hear from experts, stakeholders and staff and set preliminary target	-----TF-->														
a. Staff Compile Information for CATF Review:																		
i. Current Science; State, Federal Targets, etc.																		
ii. Corvallis, Community GHG Inventories																		
iii. Other Communities Existing Conditions, Targets																		
b. CATF Establish Preliminary Target(s)																		
*CATF Packet	1/15 (or earlier if possible)																	

CORVALLIS OPERATIONAL AND COMMUNITY CAP: WORK PLAN AND TIME LINE																		
TASK	ESTIMATED DURATION	CATF (TF) MEETING	CATF REVIEW/ DISCUSSION	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16	JUN '16	JUL '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16
6. Develop Background, Issue Summaries, Evaluation Criteria: written as draft elements of the plan (Note: Includes Remainder of CC Scope IIA and Part of IIC)	11/1--3/31	2/22, 3/15	Review background/issues, existing context, and develop rough/preliminary evaluation criteria															
a. Staff Develop, With Input From External Partners:																		
-- Climate Change Science Projections																		
-- State and Federal Context																		
-- Solutions/Strategies Others are Pursuing																		
--Existing Conditions, Corvallis & Community Context																		
--Existing Strategies/Policies/Actions Corvallis & Community are Implementing																		
--Issues and Options for Corvallis/Community																		
--Goals/outcomes for CAP (Established by CATF)																		
-- Draft Evaluation Criteria																		
b. CATF Review, Modify Evaluation Criteria																		
*CATF Packets	2/19, 3/18																	
7. Compile Existing Objectives/Actions (City and Community) (Note: Part of CC Scope IIC)	11/1--4/30	4/19	Review Potential Actions; Screen for Actions to be Further Evaluated															
a. Review/Update Relevant Existing City Objectives/Actions																		
b. Outreach to Community Partners for Relevant Existing Objectives/Actions																		
c. Research and Compile "Best Practices"																		
d. Staff Develop Additional Potential Operational Objectives/Actions																		
e. Staff and External Partners Develop Potential Community Objectives/Actions																		
f. CATF Review, Add/Eliminate Potential Objectives/Actions																		
*CATF packet	4/15																	
8. Evaluate/Characterize Potential Actions (Note: Part of CC Scope IIC)	1/1--6/30	6/21 (may require 2 meetings)	Prioritize Actions; Screen out Low-Value or Unfeasible Actions															
a. Develop Rough (order of magnitude) Cost-Benefit, Estimated GHG Reduction, and Relative Scaling of Options																		
b. Develop Rough Assessment/Characterization of Actions																		
c. Apply CATF Rough Criteria to Actions--Evaluate																		
d. Develop Materials for Topic Expert/Public Review																		
e. CATF Review																		
*CATF Packet	6/17																	
9. Public Outreach (Repeated for each of 6 topic areas/categories) (Note: Part of CC Scope III)	5/1--8/31																	
a. Topic Specific Public Forum																		
b. Topic Specialist/Advisors Meeting																		
c. Staff Assimilate Comments and Specialist Recommendations																		

CORVALLIS OPERATIONAL AND COMMUNITY CAP: WORK PLAN AND TIME LINE																		
TASK	ESTIMATED DURATION	CATF (TF) MEETING	CATF REVIEW/ DISCUSSION	OCT '15	NOV '15	DEC '15	JAN '16	FEB '16	MAR '16	APR '16	MAY '16	JUN '16	JUL '16	AUG '16	SEP '16	OCT '16	NOV '16	DEC '16
10.Develop Draft CAP (Note: Part of CC Scope IIC)	7/1--9/30	9/20	Review and Release for Public Comment															
a. Compile Draft Prioritized Actions from Staff, External Partner/Experts and Public Outreach																		
b. Additional Research and Analysis as Needed																		
c. Develop Staff-Recommended Plan Based on All Inputs																		
d. CATF Review																		
*CATF Packet	9/16																	
11. Revisit Preliminary GHG Reduction Targets	9/1--9/30	9/20	Review and modify as appropriate based on review of draft CAP															
*CATF Packet	9/16																	
12. Public Comment (Seek broader input)	10/1--10/31																	
13. Evaluate/Incorporate Feedback and Process for Approval	11/1-12/15																	